

# APPLICATION FOR PROGRAMME TRANSFER

## STUDENT WHO WISHES TO APPLY FOR PROGRAMME TRANSFER

**Step 1: Student to obtain the form from Faculty General Office (FGO)/ download from Student Portal**  
Student to seek advice from the Head of Department (HoD) on credit transfer, internal credit transfer and course(s) to be studied....etc.

**Step 2: Student to make payment at Division of Finance**  
The application for programme transfer will be charged RM20 per application.  
RM100 per course will be charged for credit transfer/internal credit transfer application.  
Student to submit the completed form to FGO\* within the stipulated deadline (Week 2 of a trimester).

**Step 3: Action by DACE, HoD, Dean and FGO**  
FGO staff in-charge will confirm with Division of Admissions and Credit Evaluation (DACE) whether the student meet the requirement for the programme transfer.  
For application of programme transfer within the same faculty, the HoD will recommend credit transfer, internal credit transfer (if any) and course(s) to be studied.  
Dean's approval on the programme transfer.

**Step 4: Receiving Faculty (for programme transfer which involve other faculties)**  
FGO in-charge from the "outgoing" will send the form to the receiving faculty.  
The relevant HoD to recommend credit transfer, internal credit transfer and course(s) to be studied.  
Dean's approval on the programme transfer of receiving faculty.  
FGO from the "receiving" faculty will process the application accordingly in the system.

**Step 5 : Successful Programme Transfer**  
FGO staff will call the student to collect the offer letter.  
Student has to make the necessary payment (if any) at Division of Finance and submit the acceptance of offer with receipt to FGO.

**Step 6: Maintenance by FGO**  
FGO to maintain the necessary information in the system.

### Important Notes:



**New students before the commencement of a trimester – programme transfer to be completed by DACE**  
**New students after the commencement of a trimester – programme transfer be completed by FGO**  
**Existing students – programme transfer be completed by FGO**